

**UNITED STATES DISTRICT COURT  
Western District of Missouri  
LOCAL RULE 83.5 ANNUAL FEE PAYMENT**

**PLEASE NOTE: If you are an attorney with the United States Government or admitted Pro Hac Vice in a case it is not necessary for you to pay the annual fee.**

Please have your DISTRICT CM/ECF login and password and either your checking account information or a credit card available before beginning this process. Your login begins with two upper case initials. The password is lower case. A Bankruptcy or PACER account will NOT work. Our latest upgrade causes us to caution against using the Netscape browser.

To submit payment, complete the following two easy steps:

**STEP 1: VERIFY YOUR COURT INFORMATION:** (name, address, telephone, fax, and email address) by doing the following:

Using your assigned DISTRICT CM/ECF login and password, log on at  
<http://ecf.mowd.uscourts.gov/cgi-bin/login.pl>

(If the blue menu bar does not list Civil as an option you are using an incorrect password)

From the blue menu bar in CM/ECF, select “**Utilities**”

Select “**Maintain Your Account**”

Make any changes or corrections to your information

[Note: If your name is linked to a law firm, you will not be able to change your information. Print the information screen, make the necessary changes, and email or fax the information to [laura\\_bax@mow.uscourts.gov](mailto:laura_bax@mow.uscourts.gov) or (573) 636-3456

Click “**Submit**”

**STEP 2: SUBMIT PAYMENT FOR \$10.00 ANNUAL FEE**

From the blue menu bar select “**Civil**”

Select the event “**Attorney Annual Dues**”

In the Available Events box click “**2 Pay Attorney Annual Dues**”  
This will automatically fill in the Selected Event box

Click “**Next**”

Note case number displayed automatically is 2:08-mc-09999. This is a generic case number to be used for annual fee payments only. DO NOT click on the case hyperlink.

Click “**Next**” on this and the next screen.

Enter your bar number

Click “**Next**”

Select one of the options as it pertains to your completion of Step 1 in which you verified your account information with the court.

Click “**Next**”

You are presented with the **on-line payment information screen**. Once that screen has loaded, you must choose to follow either Option 1 or Option 2. Option 1 directly debits your checking account. Option 2 allows charges to your credit card. Follow the detailed instructions provided on that screen. After clicking to either “Accept ACH Payment” or “Accept Plastic Card Payment” you must also click “Submit Payment.” Once begun, you **MUST** fully complete the payment process. Interruptions may result in nonpayment or charges which do not properly get credited as intended.

Continue to click “**Next**” until you are presented with your Notice of Electronic Filing. This is your receipt for payment. You will also receive an email confirmation. Your fees are updated upon receipt of this confirmation.

Thank you, again, for your participation in this easy process.

If you still have questions you may email [laura\\_bax@mow.uscourts.gov](mailto:laura_bax@mow.uscourts.gov) or call (573) 636-4015